

Classification: Project Management Specialist, NH-0301-III**Local Title:****Employing Office Location:** Orlando, Florida**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Project Manager Training Devices (PM TRADE)3rd Div:4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: William A. Rucker**Title:** Deputy Project Manager**Signature:** _____/s/_____ **Date:** 5/8/03**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sharon Hightower**Title:** Chief, Human Resource Management Division**Signature:** _____/s/_____ **Date:** 5/8/03

FLSA:	Exempt	BUS Code: 7777	CL: 326
Drug Test:	No	Emergency Ess:	
Key Position:		OPM Functions Code:	
Sensitivity:	NCS	Status: Competitive	
Reason for Submission:	Acq Demo Conversion	Subject to IA: Yes	
Previous PD Number:	Various	Mobilization:	
Envir. Diff:		Career Prg ID:	
Acq Posn Category:	A	CAPL Number:	
Acq Career Level:	3	Acq Posn Type: 4	
Acq Special Asgmt:		Acq Prog Ind:	
Career Spec – Primary:		Career Spec – Sec:	
Cont Job Site:		Mobility:	
Financial Disclosure: <input type="checkbox"/> Public Financial		<input checked="" type="checkbox"/> Confidential Financial	
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Manager	<input checked="" type="checkbox"/> Neither	
Citation 1: USOPM PCS for GS-0301 Series, TS-34, Jan 79			
Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99			

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in the Project Manager Training Devices (PM TRADE), Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Project Management Specialist, NH-0301-III

III. Duties:

Performs analytical duties related to the project management office. Duties include tasking by PM TRADE, PEO-STRI, Chief of Staff Army, Army Acquisition Executive, and PM TRADE's numerous customers/users, and may entail extensive research in order to satisfy the tasking and meet mission requirements. Researches/interprets the requirements of assignments and coordinates with the three Product Manager offices comprising PM TRADE. Considers/analyzes their input and prepares consolidated PM TRADE input

Conducts program management activities, such as the implementation of, and audits/reviews of, requisite program documentation, i.e., the Materiel Release process; documented Acquisition Strategies; Acquisition Program Baselines (APB) covering the program's cost, schedule, and performance parameters; applicable Milestone Decision Reviews; in-process reviews; Type Classifications; Test and Evaluation, Higher Level Architecture requirements, etc., for all PM TRADE programs. Researches governing requirements and all pertinent regulations to ensure compliance with requirements governing program management documentation. Informs the Project Manager and Product Managers/Project Directors on changing regulation guidance and requirements relating to the requirements in maintaining program documentation.

Keeps abreast of changes in DOD acquisition management policy and procedures affecting programs within PM TRADE and advise the PM of impacts to planned and/or on-going acquisition efforts.

Serves as the PM TRADE representative on PEO STRI-level Integrated Product Teams (IPTs) for such purposes as writing Standard Operating Procedures, writing PEO STRI policies and

guidelines, establishing/maintaining PEO STRI's website and its content, and contributing to the preparation of numerous PEO STRI-level briefings, presentations, training sessions, etc., and other PEO STRI activities that require an in-depth knowledge of PEO STRI's overall mission and responsibilities.

Participates on special PEO STRI-level teams, i.e., Source Selection Teams, PEO STRI Manpower Studies and Reviews, etc., in which full-time participation could be required for 3-6 months.

Provide input to the Project Manager and Product Managers on the Project Directors' performance regarding adherence to and documentation of program requirements that are governed by acquisition regulations.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork.

Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major

contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

Security Clearance and Travel Requirements

Must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, And Abilities (KSAs) For Qualification Purposes

Detailed knowledge of DOD and Army materiel acquisition regulations and guidance, acquisition processes, governing regulations, acquisition reform and streamlining practices, and all acquisition activities

Knowledge of the principles and policies governing systems acquisition management and program/project management with the DOD

Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems

Knowledge of principles and practices of project systems engineering, management science techniques, logistics management life-cycle support, as these functional activities affect program/project management support duties.

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Knowledge of the DOD Planning, Programming Budgeting and Execution System (PPBES) and its relationship to systems acquisition/program management activities

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Ability to execute projects and/or studies within established financial and time constraints

Ability to interpret and apply rules, regulations, and procedures

Ability to work cooperatively as a member of a team

Ability to identify problems and develop innovative solutions

Ability to gather, analyze, and present facts

Ability to advise others

Ability to communicate orally and in writing